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RULES FOR COMPILING THE CATALOGUES IN THE DEPARTMENT OF PRINTED BOOKS IN THE BRITISH MUSEUM.

REVISED EDITION.

PRINTED BY ORDER OF THE TRUSTEES.

SOLD AT THE BRITISH MUSEUM;

AND BY

BERNARD QUARITCH, LTD., 11, Grafton Street, W.1;

OXFORD UNIVERSITY PRESS, Amen House, Warwick Square, E.C.4; and

KEGAN PAUL, TRENCH, TRÜBNER & Co., LTD., 39, New Oxford Street, W.C,1, London.

1927.

BIBL. LONDIN.

PRINTED IN GREAT BRITAIN BY
WILLIAM CLOWES AND SONS, LIMITED,
LONDON AND BECCLES.

SUMMARY.

GENERAL CATALOGUE.

1. Nature of the Catalogue.
2. Main-Entries and Cross-References.
3. Contents of a Main-Entry.

4. Headings, choice of.
5. Forms of Headings for Institutions, etc.
6. Forms of Names in Headings: Saints, Popes, Sovereigns, etc.
7. Latinized Names.
8. Names of Places.
9. German Names with modified vowels; Scandinavian, Slavonic, Gaelic, Irish and Oriental Names.
10. Foreign Surnames with prefixes.
11. Compound Surnames; Additional or Substituted Names.
12. Initials.
13. Personal or Christian Names.
14. Abbreviated forms of Names.
15. Titles and Epithets.
16. Joint-Authorship.
17. Special Headings for certain classes of books.
18. Anonymous Books.
19. Anonymous Replies, etc.
20. Pseudonyms and Descriptive Names.
21. Supposititious Works.
22. Collections of Laws; Law Reports, etc.
23. Translations.
24. Commentaries.

25. Contents of the Description.
26. Cases in which a book has no Titlepage.
27. Or more than one Title.
28. Minor points noted in Descriptions.
29. Duplicates and Reissues.
30. Imprints.
31. Books privately printed or circulated.
32. Notes.
33. Additional Notes to 15th Century books.

34. Cross-references: first kind.
35. Cross-references: second kind.
36. Cross-references: third kind.
37. General Cross-references.
38. Discretionary Cross-references.

39. Abbreviations used in Descriptions.
40. Transliteration of Gaelic Names.
41. Transliteration of Slavonic and Roumanian Names.

CATALOGUE OF MAPS.

Nature of the Catalogue.
Main-Entries.
Subordinate Entries.
Maps, etc., the titles of which mention more than one country.
Subheadings.
Size of Maps.
Inset Maps.
Maps in Books.

CATALOGUE OF MUSIC.

Nature of the Catalogue.

INDEX.

BIBL.
LONDIN.
UNIV.

RULES

FOR THE

GENERAL CATALOGUE.

1.

Nature of the Catalogue.

The General Catalogue of Printed Books is primarily a Catalogue of Authors arranged in the alphabetical order of their names. Other headings, such as those used for official publications or anonymous works, are included in one alphabetical arrangement with the names of authors.

2.

Main-Entries and Cross-References.

Entries are of two kinds :

(1) Main-Entries, describing adequately the contents of the books to which they refer. (Rules 3–33.)

(2) Supplementary Entries, in the form of Cross-References, in which part of this information is repeated ; so that under the name of each person there shall appear (besides the works of which he is the sole and avowed author)

Main-Entries and Cross-References.

reference to any work written by him anonymously, or in collaboration, or (if it be of sufficient importance) as part of a larger work, as well as to works edited or translated or with an introduction by him, and to works wrongly or doubtfully attributed to him, or written about him or about any work of his. Cross-References are also used to point from variant forms of a heading to the form adopted. (Rules 34–38.)

3.

Contents of a Main-Entry.

A Main-Entry consists of—

(1) A *Heading*. (Rules 4–24.)

(2) A *Description* of the contents of the book. (Rules 25–29.)

(3) An *Imprint*. (Rules 30, 31.)

(4) If necessary, a *Note*. (Rules 32, 33.)

Example :

(1) KEATS (JOHN)
(2) The Sonnets of John Keats. pp. 54.
(3) *George Bell & Sons : London*, 1898. 8°.
(4) *One of* 25 *copies printed on Japanese Vellum.*

4.

Headings, choice of.

The choice of a Heading for a main-entry is, as a rule, based on the information supplied in print in a perfect copy of the book itself, and on that only. Exception is sometimes made in

the case of reprints of recognized classics, where the author's name is taken as the heading of the main-entry, though it be not given in the book.* (See Rule 18.)

Headings, choice of.

Subject to the condition that the information must be taken from the book itself, the Heading of the main-entry for every book is the Name of its Author, except in the case of works published by Learned Societies and in the other instances of Special Headings cited in Rule 17 ; excepting also Official Publications, which are entered under the name of the authority by which they are issued (see Rules 5, 17, 22), and Catalogues of Libraries, Museums, private collections, etc., which, even if not published by authority, are entered under the heading appropriate to such institution or collection. (For the headings adopted in the case of Anonymous Books, see Rules 18, 19.)

5.

Forms of Headings for Institutions, etc.

Official Institutions are entered under the name of the State or other authority to which they belong. Unofficial Institutions (other than Learned Societies, for which see Rule 17 *b*), if they have a definitely national character, are entered under the name of the Country in which they are situated ; otherwise, under the name of

* This practice is of comparatively recent adoption, and therefore has not been followed consistently throughout the Catalogue.

Forms of Headings for Institutions, etc.

the Town at which they have their headquarters In all the above cases appropriate subheadings are added.

Classes of Persons are treated in the same way as Official Institutions. Commercial Firms are entered under their name.

Examples :

FRANCE.—*Ministère de l'Intérieur.*
ENGLAND.—ARMY.—*Hon. Artillery Company.*
ROME, *Church of.*—*Congregatio Indicis.*
LONDON.—*Livery Companies.*
ENGLAND.—*National Service League.*
LONDON.—*Kentish Town Literary Institution.*
NETHERLANDS. — UNITED PROVINCES. — *Remonstrants.*
BURROUGHS, WELLCOME AND CO.
PITMAN (*Sir* ISAAC) AND SONS.

Religious Institutions (including Churches) follow the same rules, except when they are dedicated to, or are named in honour of, a Sacred Person or Object, or a Saint, whose name is in such cases taken as the Heading.

Parish Registers, whether described as the Register of a Church or a Parish, are entered under the name of the place concerned.*

Examples :

JESUS CHRIST.—*Order of the Holy Redeemer.*
HOLY CROSS, *Church of, at Shrewsbury.*
PETER, *Saint and Apostle, Basilica of, at Rome.*
KILBURN, *Yorkshire.* The Registers of the Parish Church of St. Mary, Kilburn.

* This practice is of comparatively recent adoption, and therefore has not been followed consistently throughout the Catalogue.

6.

Forms of Names for Headings in cases of Saints, Popes, Sovereigns, etc.

In the case of a Saint, the name adopted for the Heading is the English form of the name by which the Saint has been canonized ; in the case of a Pope or a Sovereign, the English form of the name officially assumed ; in the case of a member of a Religious Order which discards secular names, the name in religion—the secular names of Saints, Popes, and members of Religious Orders being added within brackets. Princes of Sovereign Houses are entered under their Christian or personal names—the name of the House being occasionally added, within brackets, for the purpose of identification. Peers, Archbishops and Bishops are entered under their family names.

Examples :

FRANCIS [XAVIER], *Saint.*
PIUS II., *Pope* [ENEA SILVIO PICCOLOMINI].
CHARLES I., *King of Great Britain and Ireland.*
PAOLO, *Servita* [PIETRO SARPI].
WILLIAM AUGUSTUS, *Duke of Cumberland.*
CHARLES [DE LORRAINE], *Duke de Mayenne.*
CHURCHILL (JOHN) *Duke of Marlborough.*
TILLOTSON (JOHN) *Archbishop of Canterbury.*

In the case of ancient Greek names the English form is used.

Examples :

HOMER, *not* HOMEROS.
PLUTARCH, *not* PLOUTARCHOS.

7.

Latinized Names, etc.

When an author has always written under a Latin or Greek translation or adaptation of his name, or some other variant of it, that form is adopted in preference to his vernacular name. In all other cases, except when the author is generally known under the variant, the vernacular name is adopted.

Examples :

ERASMUS (DESIDERIUS)
FLACIUS (MATTHIAS) *Illyricus.*
LINNÆUS (CARL) *not* LINNÉ.
MELANCHTHON (PHILIPP) *not* SCHWARZERD.
But : ESTIENNE (HENRI) *not* STEPHANUS (HENRICUS)
REUCHLIN (JOHANN) *not* CAPNION.

8.

Names of Places.

Names of places, when used as Headings, are entered in their anglicized form.

Examples :

COLOGNE (*not* CÖLN)
LEGHORN (*not* LIVORNO)
MUNICH (*not* MÜNCHEN)
SARAGOSSA (*not* ZARAGOZA)

Owing to the date at which the Catalogue was begun, the historical English form is sometimes employed even where the vernacular form is now in common use.

Examples :

MENTZ (*not* MAINZ)
DRONTHEIM (*not* TRONDHJEM)

9.

German names with modified vowels.

In German names, or other German words used as Headings, the letters " ä," " ö " or " ü " are written " ae," " oe " and " ue " respectively.

In Scandinavian names used as Headings, the vowels " ä," " å," " ø " and " ö " are written as they appear in the book. (In the alphabetical arrangement of the Catalogue they are treated as representing the letters " a " and " o " respectively.)

Gaelic, Irish and Slavonic Names.

Gaelic, Irish and Slavonic names are transliterated according to special rules. (See Rules 40, 41.)

Oriental Names.

The forms adopted as Headings for Oriental names are, as a rule, those used in the Catalogues issued by the Department of Oriental Printed Books and MSS. (Oriental texts and translations of them in any language, excepting editions of the Bible and Liturgies, are not placed in the General Library ; but entries referring to them appear in the General Catalogue when they contain matter in any European language.)

10.

Foreign surnames with prefixes.

Foreign surnames with prefixes consisting of an article, or a preposition, or a preposition and an article, are treated, in Headings, as follows :

(1) In Romance languages, in the case of surnames with prefix consisting of the article only, the prefix is treated as part of the surname.

Foreign surnames with prefixes.

Examples :

LE FEVRE (Jacques)
LO FORTE (Giacomo)
LA PEÑA (Pedro)

In other languages, the part following the article is taken as the Heading.

(2) In the case of surnames with prefix consisting of a preposition, or a preposition and an article, the part following the prefix is taken as the Heading.

Examples :

GOETHE (Johann Wolfgang von)
COLONNE (Guido delle)
CERDA (Martin de la)
HAEGHEN (Jan van der)

Except :

(*a*) In the case of French surnames, which are treated in the following manner :

Examples :

LA FONTAINE (Jean de)
DES PORTES (Philippe)
DU MOULIN (Pierre)

(*b*) When the prefix is customarily written as an inseparable part of the surname :

Examples :

DELACROIX (Jules)
VANDERHOECK (Jan)
ZURLAUBEN (Hans)

(3) In the case of surnames originally foreign, borne by natives of English-speaking countries, the prefix is treated as part of the surname.

English surnames, originally foreign, with prefixes.

Examples :

DE VERE (Robert)
DE LA RUE (James)
VAN BUREN (Martin)
LE FANU (Joseph Sheridan)

(4) An author writing invariably in the language of one country only is, in the absence of definite evidence to the contrary, treated for the purposes of the Catalogue as a native of that country.

11.

Compound surnames, excepting English and Dutch, are adopted in their entirety as Headings.

Compound Surnames.

Examples :

CALDERON DE LA BARCA (Pedro)
LAMARTINE DE PRAT (Marie Louise Alphonse de)
COTARELO Y MORI (Emilio)
PFLUGK HARTTUNG (J. A. G. von)

In compound English and Dutch surnames the last name is preferred.

Examples :

REYNARDSON (Charles Thomas Samuel Birch)
BRINK (Reinier Cornelis Bakhuizen van den)

Compound Surnames.

The final paragraph of Rule 10 applies also to this Rule.

Additional or Substituted Names.

In the case of authors who change their name, or add to it a second, after having published under their original name, the heading consists of the original name followed by the word "afterwards" and the name subsequently adopted.

Examples :

BUTT, afterwards SHERWOOD (Mary Martha)
WATTS, afterwards WATTS-DUNTON (Walter Theodore)

12.

Initials.

Initials apparently denoting an author's name are adopted as Headings. The last letter is taken as representing a surname unless the typography or evidence from the book itself shows that the surname is represented by one of the preceding letters. Epithets which accompany an initial are retained in the Heading.

Examples :

M., E. M.
Shadows of Slum Life. By E. M. M.

E., A. L. O.
Hours with Orientals. By A. L. O. E. [*i.e.* A Lady of England, Miss Charlotte Tucker.]

C., J., *D.D.*
The Weaver's Pocket Book. . . By J. C., D.D. [*i.e.* John Collinges, D.D.]

Where it is clear, either from the typography or from other indications, that the initials are

not those of the author's name (*e.g.* in the case of a work stated to be "By 'M.P.'" or "By 'D.S.O.'") the work is catalogued according to the rules for anonymous works. (See Rule 18.) Initials.

13.

Personal or Christian names in headings are printed in full when possible. Personal or Christian Names.

Exceptions are occasionally made where certain of the author's Christian names are never used by the author nor represented by initials on the titlepages of his works, *e.g.* DICKENS (CHARLES) *not* DICKENS (CHARLES JOHN HUFFAM).

14.

A name given on a titlepage in an abbreviated form is expanded in full when taken as a Heading: *e.g.* a work entitled "Ein brieff D. Mart. Luth." is entered under LUTHER (MARTIN). Abbreviated Forms of Names.

When an author uses a Christian or personal name only, this name is taken as the Heading, the surname, when known, being added in brackets.

Example:

HOPE (ANTHONY) [*i.e. Sir* ANTHONY HOPE HAWKINS.]

15.

Titles of Honour and Office, ecclesiastical and civil, of all degrees from those of Dean Titles and Epithets.

Titles and Epithets.

and Knight upwards, are shown in the Heading according to the following forms :

Saint. PAUL, *Saint and Apostle.*
Pope. PIUS II., *Pope* [ENEA SILVIO PICCOLOMINI].
Cardinal. GASQUET (FRANCIS AIDAN) *Cardinal.*
Archbishop. PARKER (MATTHEW) *Archbishop of Canterbury.*
Bishop. BUTLER (JOSEPH) successively *Bishop of Bristol* and *of Durham.*
Dean. SWIFT (JONATHAN) *Dean of St. Patrick's.*
Emperor. CHARLES V., *Emperor of Germany.*
King. GEORGE V., *King of Great Britain and Ireland.*
Queen Consort. MARY, *Queen Consort of George V., King of Great Britain and Ireland.*
Prince. RUDOLPH FRANCIS CHARLES JOSEPH, *Crown Prince of Austria.*
Duke. HOWARD (THOMAS) *Duke of Norfolk.*
Marquis. GORDON (CHARLES) *Marquis of Huntly.*
Earl. STANHOPE (PHILIP DORMER) *Earl of Chesterfield.*
Viscount. SAINT JOHN (HENRY) *Viscount Bolingbroke.*
Baron. MACAULAY (THOMAS BABINGTON) *Baron Macaulay.*
Privy Councillor. PITT (*Right Hon.* WILLIAM)
Baronet. SCOTT (*Sir* WALTER) *Bart.*
Knight of an Order. PANIZZI (*Sir* ANTHONY) *K.C.B.*
Knight. LANDSEER (*Sir* EDWIN)
Younger Son of Duke or Marquis. GORDON (*Lord* GEORGE)
Daughter of Duke, Marquis, or Earl. STANHOPE (*Lady* HESTER LUCY)
Younger Son of Earl, or son of Viscount or Baron. WINGFIELD (*Hon.* LEWIS STRANGE)
Daughter of Viscount or Baron. RUSSELL (*Hon.* HARRIET)
Daughter of Viscount or Baron married to Baronet or Knight. ACLAND (*Hon.* ANNA EMILY) *Lady.*
Wife of younger Son of Duke or Marquis. CAMPBELL (ELIZABETH) *Lady John Campbell.*

Wife of younger Son of Earl, or of Son of Viscount or Baron. MONTAGUE (MARGARET) *Hon. Mrs. Charles Montague.* Titles and Epithets.

Wife of Baronet or Knight. SMITH (PLEASANCE) *Lady.*

Foreign titles are, as far as possible, treated in the same way, the portion of the epithet indicating the rank being given in English.

Example :

RIQUETTI (ANDRÉ BONIFACE LOUIS) *Viscount de Mirabeau.*

Other titles or epithets, or the distinguishing number of a title, are added only when necessary to distinguish between persons of the same surname and Christian name.

Examples :

GRAHAM (JAMES) 1*st Marquis of Montrose.*
GRAHAM (JAMES) 2*nd Marquis of Montrose.*
GRAHAM (JAMES) *Minister at Broughty Ferry.*
GRAHAM (JAMES) *of New Orleans.*

16.

(i) Books written in conjunction by two authors without specification of the parts written by each, and books in which each author, in addition to writing a specified part, states or implies that he has had a share in the other's contribution, are entered under the names of both authors conjointly, in the order in which they appear in the book. Joint Authorship.

Joint Authorship.

Example :

BEAUMONT (FRANCIS) and FLETCHER (JOHN) The Works of Francis Beaumont and John Fletcher.

(ii) Where the parts written by each of the two authors are specified, the name of the first is taken as the heading, and both names are mentioned in the Description as they appear on the titlepage.

Example :

GARDINER (SAMUEL RAWSON) Introduction to the study of English History. By S. R. Gardiner and J. B. Mullinger.

The same applies to cases where more than two authors have collaborated without specification of the parts written by each.

Example :

SCRIBE (AUGUSTIN EUGÈNE) Marie Jobard, imitation burlesque par Scribe, Dupin et Carmouche.

In the case of authors who have frequently written in collaboration with more than one other author, an appropriate subheading is used where convenient.*

Example :

MONNIER (ALBERT) [*Plays written in collaboration.*] Les Noces de Bouchencœur. . . Par MM. E. Labiche, A. Monnier et E. Martin.

(iii) Books, or series of books, made up of separate works by more than two authors, are

* This practice is of comparatively recent adoption, and therefore has not been followed consistently throughout the Catalogue.

entered under the name of the editor if that is given. Joint Authorship.

Example :

SCHELLING (Felix Emanuel) Masterpieces of the English Drama. F. E. Schelling, general editor.

If no editor's name is given, and the works are published under a collective title, the collection is treated as anonymous, and the Heading taken, according to the rules for cataloguing anonymous books, from the collective title. (See Rule 18.)

Example :

ENGLISH LITERATURE. Masterpieces of English Literature.

If no editor's name is given, and there is no collective title, the works are entered under the Heading appropriate to the first work in the collection.

Exception is made in the case of collections of essays, etc. published in honour of an individual. These are entered under the name of the individual concerned.

Example :

RIDGEWAY (William) Essays and Studies presented to William Ridgeway . . . on his sixtieth birthday . . . Edited by E. C. Quiggin.

17.

(*a*) The Old and New Testament and their component parts, in whatever language, are entered under the Heading BIBLE, with the Special Headings for certain classes of books.

Special Headings for certain classes of books.

addition of subheadings for the two Testaments or for the separate books or groups of books.

Anonymous Commentaries are entered under the Heading BIBLE.—*Appendix.*

(*b*) Works officially published (not merely subsidized) by Learned Societies are entered under the Heading ACADEMIES, *etc.*, with the name of the town or country in which the Society has its headquarters as a first subheading and the name of the Society as a second.

Example :

ACADEMIES, *etc.*—LONDON.—*British Museum.*
A Guide to the Exhibition Galleries.
ACADEMIES, *etc.*—PARIS.—*Société Asiatique.*
Journal Asiatique.

Works similarly published by institutions other than Learned Societies are entered under the name of the institution (see Rule 5) when that is of sufficient importance, and when the institution is not merely a publishing body.

Example :

LONDON.—*Royal Philatelic Society.*
The Samoa Express Postage Stamps. By R. B. Yardley.

(*c*) All reports and other publications of International Congresses and Conferences are entered under the heading CONGRESSES, with the name of the Congress as a subheading.*

* This practice is of comparatively recent adoption, and therefore has not been followed consistently throughout the Catalogue.

Example :

CONGRESSES.—*Congrès International de Philosophie.*
Rapports, *etc.*

Special Headings for certain classes of books.

Other Congresses or Conferences are entered under the name of the town in which the Congress is held, with the name of the Congress as a subheading.

Example :

LONDON.—*Conference of Librarians.*
Transactions . . . of the Conference of Librarians, held in London, October, 1877.

(*d*) Reviews, Magazines, Newspapers,* Journals, Gazettes, Annuals, and all works of a similar character are entered under the heading PERIODICAL PUBLICATIONS, with the name of the place of publication as a subheading ; unless it appears from the title or other indication in the work that it is an organ of a society or institution, in which case it is entered under the heading appropriate to that society or institution.

Examples :

PERIODICAL PUBLICATIONS.—*London.*
The Quarterly Review.

PERIODICAL PUBLICATIONS.—*Oxford.*
The Pelican Record. [Edited by members of Corpus Christi College.]

ACADEMIES, *etc.*—PARIS.—*Société Asiatique.*
Journal Asiatique.

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* British Newspapers since 1800 are entered in a separate list and not in the General Catalogue.

Special Headings for certain classes of books.

ENGLAND.—ARMY.—*Royal Warwickshire Regiment.*
The Antelope. A monthly Journal of the Royal Warwickshire Regiment.
HARROW SCHOOL.
The Harrovian.
LONDON.—*True Temperance Association.*
True Temperance Annual.

(*e*) All Almanacs, Calendars, etc., are entered under the heading EPHEMERIDES; anonymous Dictionaries (including lexicons and vocabularies) of any description, under the heading DICTIONARIES; Encyclopædias, even when containing the name of their editor or their publisher, under the heading ENCYCLOPÆDIAS; all Directories, under the heading DIRECTORIES.

Exception may be made to this rule in the case of small works calling themselves, without due reason, Encyclopædias.

(*f*) Catalogues containing the name of an author or collector are entered under such name. Catalogues which have no such name, if Sale Catalogues, are entered under the name of the auctioneer; otherwise they are entered under the heading Catalogues.

(*g*) All Orders of Divine Service put forth by authority, such as Missals, Breviaries, Horae, the Book of Common Prayer, the Agenda of the Lutheran Churches, etc., and their component parts, are entered under the heading LITURGIES.

(*h*) Hymns (unless appropriated to particular

Offices, or forming part of the Liturgies of foreign Lutheran and Calvinistic Churches), although set forth or adopted by authority, are not treated as Liturgies, but are entered under the name of their compilers, or, if anonymous, under the headings HYMNALS. Similarly, metrical paraphrases of the Psalms are not treated as Liturgies, but are entered under the heading BIBLE.—*Psalms*.

Special Headings for certain classes of books.

(*i*) All editions of the "De Imitatione Christi," whether attributed to Thomas à Kempis or to any other author, or anonymous, are entered under the heading JESUS CHRIST, with the subheading *De Imitatione Christi*.

18.

In the absence of declared authorship, the heading is chosen according to the following rules in order of precedence:

Anonymous Books.

(*a*) Anonymous books concerning a person (real or fictitious) named or adequately described in the title, are entered under his name.

Examples:

SPINOZA (Benedictus de) An account of the life and writings of Spinoza.

LAUD (William) *Archbishop of Canterbury*. The Recantation of the Prelate of Canterbury.

SPRAT (Jack) The Life of Jack Sprat, his Wife and his Cat.

JACK, *the Giant Killer*. The History of Jack the Giant Killer.

HARRY. Little Harry's Troubles.

Anonymous Books.

(*b*) Anonymous books concerning a collective body or institution are entered under the name of such body or institution.

Examples :

SCOTLAND.—Church of Scotland.—*Elders.*
The Eldership of the Church of Scotland.

LONDON.—*Calves-Head Club.*
Dialogue between a Dissenting Minister and the Calves-Head Club.

(*c*) Anonymous books concerning a place, or an object bearing a proper name (*e.g.* a ship), are entered under the name of such place or object.

Examples :

CHICHESTER. Hints to the Inhabitants of Chichester.

SPERANZA, *Yacht.* The Log of the "Speranza," 100-ton Yawl.

Where the foregoing rules (*a–c*) do not apply, the heading adopted is :

(*d*) the name of a person or place forming a necessary part of the title (except when merely indicating a period), or a compound expression containing an adjective derived from such name. Such expressions, when in a foreign language, are to be translated into English. The proper name itself is, in exceptional cases, substituted for the derivative in order to bring the entry under a larger heading.

Examples :

DICKENS (CHARLES) Report of the dinner given to Charles Dickens in Boston.

LONDON. [*Appendix.—Miscellaneous.*]
Statistics as to the religious condition of London.

ENGLISH LITERATURE.
Pearls of English Literature.

FRENCH CEREMONIAL.
Projet due nouveau cérémonial français.

Examples of Exception :

HISTORY. A History of Painting from Fra Angelico to Velasquez.

FRANCE.—ARMY.—*Appendix.*
Troupes françaises.

(*e*) or, the first substantive in the title of the book, unless that is preceded by an adjective which gives the noun a special significance, in which case the whole must be taken as a heading.

Examples :

BOOK. A First Book on Algebra.

ART. Le livre intitule l'Art de bien mourir.

HOLY ORDERS. In Holy Orders.

The same applies to any combination of substantives forming an inseparable expression.

Examples :

APPLE TART. The Apple Tart and how to make it.

BEDROOM FURNITURE DESIGNS. Bedroom Furniture Designs for Cabinet-makers.

(*f*) or, the first word other than an article.

Anonymous Books.

Examples :

HOW. How will it end ?
JUST. Just as I am.
WHAT. What are we going to fight for ?

When the name of the author of a book published anonymously can be ascertained, it is inserted at the end of the Description, between brackets.

Example :

CHICHESTER. Hints to the Inhabitants of Chichester. [By John Davies.]

In the case of living authors, the information is not supplied without the consent of the author, unless derived from published sources.

Recognized classics (*e.g.* " Divina Commedia," " Hamlet ") are entered under the author's name, as being a matter of " common knowledge," even though the name does not appear in the book.* Such cases, however, are exceptional.

19.

Anonymous Replies, etc.

Anonymous replies, comments, parodies, dramatisations, etc., whose titles clearly indicate the works upon which they are founded, are entered under the heading proper to the latter.

* This practice is of comparatively recent adoption, and therefore has not been followed consistently throughout the Catalogue.

Examples :

Anonymous Replies, etc.

LETTER. An answer to a Letter to a late noble Commander of the British Fleet.

COLENSO (JOHN WILLIAM) *Bishop of Natal.* Review of Colenso on the Pentateuch.

SCOTT (*Sir* WALTER) *Bart.* Marmion . . . A drama, founded on the poem of Sir Walter Scott.

Anonymous replies, comments, etc., whose titles do not indicate the works upon which they are founded, are catalogued according to the provisions of Rule 18.

Example :

HIT.

A Hit at an Old Magistrate. [A defence of T. Smith's "Address to the Town Council of Edinburgh."]

20.

Pseudonyms and descriptive Names.

Where for the name of an author there is substituted an official designation or description sufficiently clear to render his identity unmistakable, the book is not regarded as anonymous, but is entered under the name of the author.

Where an author, while concealing his identity, writes under a descriptive or fictitious name, it is taken as a heading if it takes the form of a real name, or if it consists of a single word, or of a combination that may be written as a single word (*e.g.* Bull's Eye, which may be written Bullseye), or of a combination (such as "Red Heather") which is not descriptive of the author

Pseudonyms and descriptive Names.

but is obviously intended as a pseudonym, or of a Christian name accompanied by an epithet (*e.g.* Uncle John, for which the form as a heading is "JOHN, *Uncle*"); otherwise it is regarded as a circumlocution and the book treated as anonymous.

Examples :

A book entitled "The Secret of England's Greatness," stated to be "A speech by the Chancellor of the Exchequer," would be entered under the name of the author, as a matter of common knowledge : the same book, if stated to be "By a Merchant," under the heading "Merchant"; but if "By a Merchant of London," or "By a London Merchant," it would be treated as anonymous and entered under ENGLAND.

A book stated to be "By a Spectator," would be entered under "Spectator"; but if "By a Mere Spectator" would be treated as anonymous.

Similarly, "Eye-Witness," or "Major-General," would be admissible as a heading, but "Country Clergyman," "Old Soldier," or "Kathleen's Aunt," inadmissible.

Names known to be fictitious are followed by the abbreviation *pseud.*, and the author's real name, if possible, is added within brackets, *e.g.* LOTI (PIERRE) *pseud.* [*i.e.* LOUIS MARIE JULIEN VIAUD.]

In the case of an author who has written exclusively or almost exclusively under one pseudonym (*e.g.* "Mark Twain," "George Eliot"), all editions of works orginally published under the pseudonym are entered under it, even though the author's real name occur in the book.

21.

Supposititious Works.

Works falsely or doubtfully attributed in their title to a particular person are entered under the name of that person—the name of the real author, when known, being supplied in brackets in the Description. The entry for the book is separated from entries for the genuine productions of the asserted author by the use of a subheading or in some other convenient way.

Example:

SHAKESPEARE (WILLIAM) [*Works attributed to Shakespeare.*]
A Yorkshire Tragedy.

22.

Collections of Laws, Law Reports, etc.

Collections of the Laws and other public documents of a State are entered under the name of the State. An official edition of a Law, even if issued by a particular Department of State, is entered under the name of the State, without reference to the Department concerned. Editions of separate laws published with a commentary are entered under the name of the author of the commentary. General Series of Law Reports are entered under the name of the State. Series relating to a particular Court are entered under the name of the State, with that of the Court as a sub-heading.

Separate Reports of Civil Actions are entered

Collection of Laws, Law Reports, etc.

under the name of the plaintiff; separate Reports of Criminal Trials, under the name of the prisoner.

23.

Translations.

A Translation which contains the name of the author of the original work is entered under his name.

When a Translation does not contain the name of the author of the original work, but the title of the original is given or is ascertainable, it is entered under the heading proper to that title, and a cross-reference made from the heading proper to the title used by the translator.

When a Translation does not contain the name of the author of the original work, and the title of the original is neither given nor ascertainable, it is entered under the translator's name if that is given, otherwise under the heading proper to the title of the translation. In the case of a Translation of which no edition of the original is in the Library, the description should be headed by the original title (when ascertainable) in square brackets.

24.

Commentaries.

Commentaries accompanied by the full text of the work commented on are treated as editions of the work. Exception is made in the case of editions of separate laws (see Rule 22), and in

cases where the text is distributed through the commentary in such a manner as not to be readily distinguished from it or is of insignificant bulk as compared with the commentary; in these cases the work is entered under the name of the commentator.* In doubtful cases the deciding factor is the wording of the titlepage. Commentaries.

Works consisting of illustrations with explanatory text are entered under the name of the illustrator if the illustrations are of decidedly greater importance than the text. Illustrations with explanatory text.

25.

The Description of a book consists primarily of a transcript of so much of the titlepage as is necessary to show all that the book contains and to give all necessary information as to editors, translators, illustrators, and writers of supplementary or subordinate parts. The name of the author, if given already in the heading, is not repeated except where necessary for the sake of clearness. Contents of the Description.

If a book cannot be described adequately from the titlepage alone, the description is supplemented from the body of the book, or from information derived from bibliographies or other recognized sources.

* This practice is of comparatively recent adoption, and therefore has not been followed consistently throughout the Catalogue.

Contents of the Description.

Words taken (for inclusion in the Description) from the body of the book, or from the wrapper, or transferred from the top of the titlepage to the end of the Description (see Rule 27), are enclosed in parentheses ( ) ; words supplied by the cataloguer, in brackets [ ]. An omission made in transcribing from the titlepage is marked thus . . . , except at the end of the Description, where it is marked by an "*etc.*"

Examples:

HAMERTON (Philip Gilbert)
Modern Frenchmen. (V. Jacquemont, H. Perreyve, F. Rude, J. J. Ampère, H. Regnault.) Five biographies.

HEWITT (John)
Handbook of Lichfield Cathedral . . . Third edition . . . enlarged by the Dean of Lichfield [E. Bickersteth].

HODGSON (Gregory)
An Account of the Chinese: their manners, customs, *etc.*

The author's name, also degrees, titles and epithets appended to names, when occurring at the end of the Description, are omitted without indication.

Parentheses occurring on the titlepage are as a rule represented in the Description by dashes or commas, as convenient.

In the case of early books, or books of exceptional rarity or curiosity, the titlepage or colophon is given in full, reproducing, as far as possible, punctuation, use of capitals, and typographical peculiarities.

26.

Cases in which a book has no titlepage: (i.) Early books.

In the Description of books printed before or shortly after 1500 *which have no titlepage*, the first few words of the book are quoted, preceded by the abbreviation *Begin.*, and the contents of the book, where necessary, are further described by quotations taken preferably from the heading of the first chapter or other divisions, or from the colophon. Where the last words of the book are quoted they are preceded by the word *End*, and to every quotation the number and side (*recto* or *verso*) of the leaf on which it occurs is prefixed.

The same method is followed, as far as necessary, where the titlepage gives only the short title of the book.

SAVONAROLA (Girolamo) [*Letters.*]
Begin. [fol. 1 *recto*:] Frate Hieronymo da Ferrara seruo ĩutile di Iesu Xp̄o a tutti li electi di Dio & figluoli del padre eterno, *etc.* [fol. 5 *verso*:] Epistola . . . a certe p̧sone diuote p̧seguitate p̧ la vertia da lui predicata. [fol. 8 *verso*:] Epistoletta di Fra Hiero. a uno suo familiare. [fol. 10 *recto*:] Queste sono dieci regole da obseruare al tempo delle grādi tribulationi, *etc.* [Followed by other letters. With woodcuts.]

(ii.) Later books.

In later books which have no titlepage, the Description is taken from the short title usually found either before the beginning of the text or at the top of each page. Where no title of any kind occurs, the book is described in

the cataloguer's own words, such words being enclosed in brackets.

Where the absence of a titlepage is due to imperfection, and the wording of it is known from another copy, the description is taken from any trustworthy record of such other copy, and is enclosed in brackets.

27.

Cases where a book has more than one title.

When a book possesses more than one title, the Description is taken, as a rule, from that which gives the fullest information. In the case of polyglot books, with titles in different languages, the first is preferred, the existence of a further title being indicated by the quotation of its first few words. In the case of books in Oriental languages where the title also occurs in English, the latter only is used in the Description.

When the actual title of a work (as ascertained from the running heading or other sources) is preceded on the titlepage by a more general title, the latter (enclosed in parentheses) follows the actual title.

When a heading is not subdivided according to languages, the language or languages in which a book is written, if not sufficiently indicated by the title, are noted in italics at the end of the Description—*e.g. Lat., Eng. & Fr., Fr. & Ital.*

28.

Minor points noted in the Description.

At the end of the Description information is given, in the following order, as to any of the following particulars which apply to the book :

(1) The fact that the book contains portraits, maps, plans, unnumbered plates, or the like, when that information is of interest and is not given on the titlepage, *e.g.* " [With portraits and 15 plans] " or, " [With 48 plates]."

(2) The language or languages in which the book is written, if necessary.

(3) In the case of an English book, the fact that it is printed in Black Letter (signified by B. L.) ; in the case of a foreign book not German, Scandinavian or Dutch, the fact that it is printed in Gothic Letter (G. L.).

(4) In the case of a work consisting of a single volume, the number of numbered pages or folios, and the number of plates when these are numbered separately (the numeration, and the use of Roman or Arabic numerals, being as given in the book), *e.g.* " pp. x. 105," " fol. 152," " pp. 132, pl. xx " ; in the case of a book divided into distinct parts, the number of parts, *e.g.* " 2 pt." (A book is divided into " parts " by the beginning

Minor points noted in the Description.

of a new pagination, supplemented by either a fresh numeration of the sheets or the insertion of half-titles.)

(5) In the case of a work in more than one volume, the number of volumes, *e.g.* "3 vol." When the pagination is continuous throughout two or more volumes, the fact is shown thus: "2 vol., pp. xvi. 693."

(6) The fact that the book is printed on vellum (ON VELLUM); or, if there be also an edition on small or ordinary paper, the fact that it is printed on Large or Fine Paper (L. P., F. P.).

(7) The addition of manuscript notes; this is shown by the words MS. NOTES, FEW MS. NOTES, COPIOUS MS. NOTES, as applicable; and the name of the writer of the notes, when of interest, *e.g.* MS. NOTES [by Gabriel Harvey].

In stating the number of parts or volumes the terms used in the book itself (volume, tome, Teil, Abteilung, fasciculus, etc.) are adopted and written with the usual abbreviations. (See Rule 39.)

29.

Description of Duplicates and Reissues.

The Description of a duplicate copy of a work already in the library begins with the words: "[Another copy]," followed by so much of the title as is necessary to identify the work of

which it is a duplicate. Substantially later issues printed from the same setting up of type, or stereotyped reprinted, are catalogued in the same manner as duplicates, with the explanation "[A reissue]" instead of "[Another copy]."

Description of Duplicates and Reissues.

30.

The place at which a book has been published (or, failing such indication, printed) is stated in italics, and is preceded, in the case of all English books, except those issued by obscure publishers outside the British Isles, and in the case of foreign books printed before 1700, by the name of the publisher (or, failing such indication, printer), also in italics. When two publishers or places of publication occur with equal prominence, both are given; when more than two, only the first. In English books before 1700 and in foreign books before 1600, the name of the printer, when known, is stated also.* In later books, the place of printing and the printer's name are given in addition only when important. The term "English books" is taken as including all books printed in the British Isles in whatever language, and all books in the English language wherever printed.

Imprints: (i.) Place of imprint.

* This practice is of comparatively recent adoption, and therefore has not been followed consistently throughout the Catalogue.

(ii.) Date. The year of publication is given in Arabic numerals, the month and day being added in the Imprint in the case of 15th Century books,* and otherwise only when these details are of historical interest, or are necessary to distinguish different editions, or will prevent confusion that might arise from the various styles of calendar reckoning. This information is given as far as possible in the form used in the book, but Roman, Greek and Oriental numerals are reproduced only when a misprint is suspected. When the year of publication is not stated in the book, it is supplied in all cases as accurately as possible, enclosed in brackets.

Imprints : (iii.) Size. The date of publication is followed by an indication of the size of the book (folio, quarto, octavo, etc.). In the case of early books, the size is noted from the position of the wire-mark, in the paper (perpendicular in folio and octavo, horizontal in quarto and sextodecimo), showing how the sheet has been folded ; in the case of modern books, from the number of leaves in a sheet taken in conjunction with its measurement.

In the case of a book published as part of a series for which an independent entry is made in the Catalogue, the imprint is followed by information, given in italics and enclosed in brackets, as

* This practice is of comparatively recent adoption, and therefore has not been followed consistently throughout the Catalogue.

to the name of the series and the serial number if any.* Imprints: (iii.) Size.

Examples:

CROWTHER (J. A.)
A Manual of Physics. pp. xx. 537. *H. Frowde: London*, 1919. 8°. [*Oxford Medical Publications.*]

CHURCH (Arthur Henry)
Thalassiophyta. pp. 95. *H. Milford: Oxford*, 1919. 8°. [*Oxford Botanical Memoirs.* no. 3.]

In cases where the book is part of a series for which no independent entry is made in the Catalogue, the information is occasionally given, when considered to be useful, in italics but not in brackets.

Example:

COX (John Charles)
Warwickshire. pp. xiii. 187. *Methuen & Co.: London*, 1914. 8°.
One of "The Little Guides."

31.

The words *Printed for the Author*, when occurring in a book, are taken in preference to the name of the printer or seller, these being added only if of interest; the words *Printed for private circulation* or *Privately printed* are taken in like manner; but the name of the printer, press, or agent, if occurring conspicuously on the Books privately printed or circulated.

* This practice is of comparatively recent adoption, and therefore has not been followed consistently throughout the Catalogue.

Books privately printed or circulated.

titlepage, may be included in the Imprint, the words *Printed for private circulation* or, *Privately printed* being then added as a note.

Examples :

KIPLING (RUDYARD)
White Horses. pp. 10.
Printed for private circulation : London, 1897. 8°.

KIPLING (RUDYARD)
Ulster : a poem. *E. H. Blakeney : Ely*, 1914. 8°.
Printed for private circulation.

The words *Privately printed*, when used for a book printed at a private press, are supplemented by the name of the press or printer.

Example :

DANIEL (CHARLES HENRY OLIVE)
Our Memories. 2 ser. *Printed at the Private Press of H. Daniel : Oxford*, 1893, 95. 4°.

32.

Notes.

Information as to points (other than those specified in Rule 28) which relate only to the particular copy of a book catalogued is given in a footnote. The following are among proper subjects for notes : . imperfections, cancelled leaves or inserted matter, peculiarities of arrangement or other differences from other copies, the fact of the book forming part of an edition of which not more than 100 copies were printed, or of its being printed on any unusual material except vellum (see Rule 28), or of its having belonged to any person of eminence

(especially if it be marked with his autograph, book-plate or book-stamp), or of its being in an exceptionally fine binding. Notes.

Examples :

Imperfect ; wanting all after p. 193.
With a different titlepage from the preceding.
One of an edition of 75 *copies.*
No. 12 *of an edition of* 50 *copies.*
Printed on blue paper.
With the arms of John Frederick, Duke of Wurtemberg, on the binding.

33.

In cataloguing books printed in the 15th century, a short collation (preceding such Notes as may be required according to Rule 32) is given, noting the following points in the following order : Additional Notes to 15th Century books.

> (*a*) Number of leaves, mentioning blanks ; (*b*) absence of titlepage, pagination or printed signatures ; (*c*) the sequence of signatures (when printed) and the number of leaves in each ; (*d*) arrangement of text in double columns ; (*e*) number of lines in a full page or column of print.

A copy is not called imperfect because one or more blank leaves are wanting, but their absence is noted.* (See also Rule 26.)

* This practice is of comparatively recent adoption, and therefore has not been followed consistently throughout the Catalogue.

Additional Notes to 15th Century books.

Example :

288 *leaves, the first and last blank, without titlepage or pagination.* Sig. a–e, *in eights,* f–z, A–E, *in tens,* F, *six leaves. Printed in double columns,* 36 *lines to a full column.*

34.

Cross-references.

Cross-references are of three kinds :

(1) References from alternative forms of the same Heading or alternative titles for the same work.

(2) References from alternative Headings for the same entry.

(3) Subordinate or supplementary entries for the same work.

Cross-references : first kind.

Cross-references of the first kind are made :

(i) From any (*a*) alternative, (*b*) incomplete, or (*c*) inaccurate form of a name used in the book, to the form adopted for the heading ; or from (*d*) an accurate and complete form of a name to a less complete form that is in general use.

Examples :

(*a*) SAINT DAVIDS, William, *Bishop of.* *See* Laud (W.)

(*a*) BARTAS (Guillaume de Saluste du) *See* Saluste du Bartas.

(*a*) HOLLYBAND (Claudius) *See* Desainliens (C.)

(*a*) CÉRÉMONIAL FRANÇAIS. *See* French Ceremonial.

(*b*) LUT. (MAR.) *See* LUTHER (Martin)
(*c*) SMYTH (HENRY) *Minister of St. Clement Danes.* *See* SMITH.
(*d*) DICKENS (CHARLES JOHN HUFFAM) *See* DICKENS (Charles)

Cross-references: first kind,

(ii) From the name of an institution or publication to any comprehensive heading under which it is entered.

Examples :

BRITISH MUSEUM. *See* ACADEMIES, *etc.*—London. —*British Museum.*
GEORGE HERIOT'S HOSPITAL. *See* EDINBURGH. —*George Heriot's Hospital.*
QUARTERLY REVIEW. *See* PERIODICAL PUBLICATIONS.—*London.*

35.

In cross-references of the second kind the whole of the information precedes the reference. Such cross-references are made :

Cross-references : second kind.

(1) When a book is entered under a heading other than the name of the author, from the name of the author to that heading ; also, in the case of anonymous works entered under the heading ACADEMIES, from the appropriate heading according to Rule 18. Such cross-references contain the information given in the main-entry, with the exception of the name of the publisher or printer, the place of publication, and the note if any.

Cross-references: second kind.

Examples :

BARGRAVE (ISAAC)
A Sermon against Self-Policy. [By I. Bargrave.] pp. 24. 1624. 4°. *See* SERMON.

EARTH.
The Middle English poem, Erthe upon Erthe . . . Edited . . . by H. M. R. Murray. pp. xlii. 59. 1911. 8°. *See* ACADEMIES, *etc.*—London.—*Early English Text Society.* Original Series, 141.

(2) To a heading consisting of initials, from the heading under which the book would have been entered if the initials had been absent.

Example :

SHADOWS. Shadows of Slum Life. By E. M. M. 1889. 8°. *See* M., E. M.

(3) In the case of a series of books catalogued under its editor's name, from the name of the series to that of the editor,* the heading being chosen conformably with the rule prescribing the headings for anonymous books. (See Rule 18.)

Example :

ENGLISH DRAMA.
Masterpieces of the English Drama. *See* SCHELLING (F. E.)

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* This practice is of comparatively recent adoption, and therefore has not been followed consistently throughout the Catalogue.

36.

Cross-references of the third kind are made : Cross-references : third kind.

(*a*) From the names of collaborators, editors or translators ; also, if advisable, from writers of prefaces or introductions, illustrators, authors of MS. notes, etc.

(*b*) From the names of subjects of biographies, authors criticized, persons referred to in the title of the work, etc.

In cross-references of this kind the reference is followed by so much of the description of the book as may be necessary to show the reason why it is made, together with the date and size.

Examples :

(*a*) CAVALCASELLE (GIOVANNI BATTISTI)
See CROWE (*Sir* J. A.) and CAVALCASELLE (G. B.) The Early Flemish Painters. 1857. 8°.

CARMOUCHE (PIERRE FRANÇOIS ADRIEN)
See SCRIBE (A. E.) Marie Jobard . . . Par Scribe, Dupin et Carmouche. 1820. 8°.

DOBSON (HENRY AUSTIN)
See HUNT (J. H. L.) The Old Court Suburb . . . Edited by Austin Dobson. 1902. 8°.

CARY (HENRY FRANCIS)
See DANTE ALIGHIERI. [*Divina Commedia — Inferno.—English.*] The Vision of Hell . . . Translated by H. F. Cary. 1866. fol.

CALDECOTT (RANDOLPH)
See IRVING (W.) Bracebridge Hall . . . Illustrated by R. Caldecott. 1877. 8°.

CALDECOTT (THOMAS)
See MILTON (J.) Poems upon several occasions, *etc.* COPIOUS MS. NOTES [by T. Caldecott]. 1785. 8°.

Cross-references: third kind.

(*b*) BORROW (George Henry)
See Knapp (W. I.) Life . . . of George Borrow. 1899. 8°.

BOSWELL (James) *the Elder.*
See Whyte (E. A.) Remarks on Boswell's Life of Johnson. 1797. 8°.

Where there is mention, in the main-entry, of a portrait of the subject of a biography or of a bibliography of his works, this mention is repeated in the cross-reference made from his name.*

Example :

BURNET (Francis)
See Howard (J.) Life of Francis Burnet. [With a portrait.] 1889. 8°.

Where the entry to which the cross-reference is made refers to part of a larger work, the title of such work is added at the end of the cross-reference in italics and enclosed in brackets.*

Examples :

MILTON (John)
See Saintsbury (G. E. B.) Milton. 1911. 8° [*Cambridge History of English Literature.* vol. 7.]

HALIBURTON, *Family of.*
See Eaton (A. W. H.) The Haliburton Family. 1919. 8°. [Fales (De C.) *The Fales Family of New York.*]

TENNYSON (Hallam) *Baron Tennyson.*
See Homer. [*Iliad.—English.*] The Sixth Book of Homer's Iliad. [Translated by Hallam, Baron Tennyson.] 1891. 8°. [*Lionel Tennyson: a memorial volume.*]

* This practice is of comparatively recent adoption, and therefore has not been followed consistently throughout the Catalogue.

(*c*) From the name of the author of part of a book, where that part is, in effect, an independent contribution to the work of another. The reference in this case is preceded by a description of the part of the book, and followed by the quotation of so much of the main-entry as is necessary for its identification. Cross-references: third kind.

Example :

SPENCER (HERBERT)
The Morals of Trade. *See* LYTTELTON (*Hon.* W. H.)
Sins of Trade, *etc.* 1874. 8°.

37.

Cross-references are made in a general form when it will save needless repetition. General Cross-references.

Examples :

MÜLLER ( ) [For the German surname of this form :] *See* MUELLER.

MANCHESTER. [For Learned Societies at Manchester :] *See* ACADEMIES, *etc.*—*Manchester.*

TUCKER (CHARLOTTE) [For works written by Charlotte Tucker, under the initials A. L. O. E. :] *See* E., A. L. O.

SHELTON (THOMAS) [For editions of Shelton's translation of Don Quixote :] *See* CERVANTES SAAVEDRA (M. de) [*Don Quixote.—English.—Shelton's Translation.*]

FLETCHER (JOHN) [For collected editions of the works of Beaumont and Fletcher, and for separate works in which their names appear as joint authors :] *See* BEAUMONT (Francis) and FLETCHER (John).

JOHNSON (SAMUEL) *LL.D.* [For editions of Boswell's Life of Johnson :] *See* BOSWELL (James) *the Elder.*

General Cross-references.

In the case of Pseudonyms a general cross-reference is made from the real name to the pseudonym.

Example :

DUDEVANT (Amandine Lucile Aurore) *Madame. See* Sand (George) *pseud.*

38.

Discretionary Cross-references.

Cross-references are used occasionally in cases other than those specified above if likely to be of assistance to persons using the Catalogue ; *e.g.* (i) from the titles of works in the form in which they are generally known, whether correct or not, to the heading under which they are entered ; (ii) from the heading under which the book would have been entered had it been anonymous, to the author's or editor's name, in cases where that name does not occur on the titlepage but only elsewhere in the book or on cover or wrapper.

Examples :

RELIQUIAE ANTIQUAE. *See* Wright (Thomas) and Halliwell, afterwards Halliwell-Phillipps (J. O.)

STIFFKEY PAPERS

See Academies, *etc.*—London.—*Historical Society of Great Britain.* Official Papers of Sir N. Bacon of Stiffkey.

JOY. The Joy of Living. *See* Elliot (J.)

THANET, *Isle of.* The Tourist's Complete Guide to the Isle of Thanet. By Spectator. *See* Spectator.

39.

The following are the principal Abbreviations used in the description of books: Abbreviations.

Abhandlung . . .	Abh.
Abtheilung, Abteilung .	Abt.
Afdeeling	Afd.
Band, Bind . . .	Bd.
Deel, Del	dl.
Fasciculus, fascicule . .	fasc.
Halbband	Halbbd.
Jahrgang	Jahrg.
Lieferung.	Lfg.
Livraison	livr.
Number, numéro, etc. . .	no.
Pars, Part, Partie . .	pt.
Series, série . . .	ser., sér.
Theil, Teil	Tl.
Tome, Tomus . . .	tom.
Volume, Volumen . .	vol.

Whether in singular or plural.

40.

Irish and Scottish Gaelic Names used as Headings are transliterated, when necessary, according to the following principles: Transliteration of Gaelic Names.

(1) Irish characters are changed to Roman.

(2) Prefix Ó is substituted for UA, UI and NI; MAC for MAG, MIC, OC and NIC.

Example:

Una Ní Catháin becomes Ó CATHÁIN (Una).

(3) Prefix DE is substituted for A —and also for NI when the name is Anglo-Norman—and is placed after the Christian names.

BIBL. LC.

Example :

Pádraic Ó Búrcha becomes BÚRCHA (PÁDRAIC DE).

(4) The aspirate-sign (a dot) is omitted and an *h* inserted after the consonant over which it is placed. But the aspirate is ignored after UI, MIC, NI and NIC. (See first example.)

(5) Small " h " coming before a surname and after Ó or MAC is treated as an ordinary part of the surname.

Example :

Micheál Ua h-Iceadha becomes Ó HICEADHA (MICHEÁL).

(6) Accents are retained.

(7) Only the last word with prefix Ó or MAC is treated as the surname.

Example :

Diarmaid mac Duinn mac Suibhne becomes MAC SUIBHNE (DIARMAID MAC DHUINN)

Note.—Most Gaelic surnames are Christian names in the genitive, preceded by some form of *Ó* or *Mac.*

(8) GIOLLA, as part of a surname, is written separately.

Example :

MAC GIOLLA FHIONNÁIN (PÁDRAIC)

(9) Epithets, even such personal descriptions as *Dall*, *Dubh*, and *Carrach*, as a rule, follow the name, in italics.

Example :

Tadhg Dall Ó hUiginn becomes Ó HUIGINN. (TADHG) *Dall.*

Transliteration of Gaelic Names.

(10) Where epithets are habitually used to distinguish branches of a clan, *e.g.* O'Conor Don and O'Conor Roe, the epithet is treated as part of the surname.

Example :

Eoghan Ua Conchobhair Donn becomes Ó CONCHOBHAIR DONN (EOGHAN), but Eoghan Donn Ua Conchobhair becomes Ó CONCHOBHAIR (EOGHAN) *Donn* (see § 9).

(11) Where a writer has written under both the Gaelic and the English forms of a name, the English form is generally adopted.

41.

Slavonic and Roumanian Names used as Headings are transliterated according to the following principle :

Transliteration of Slavonic and Roumanian Names.

RUSSIAN ALPHABET.	FOR RUSSIAN.	FOR SERBIAN.	FOR ROUMANIAN.
А	A	A	A
Б	B	B	B
В	V	V	V
Г	G	G	G (gh before e, i)
(*ѓ*)		G′	
Д	D	D	D
(*џ*)		dž	g before e or i, gi otherwise
(*з*)			ḑ (if from d), z

Transliteration of Slavonic and Roumanian Names.

Russian Alphabet.	For Russian.	For Serbian.	For Roumanian.
е	e	e	e
ё	e		
ж	zh	ž	j
з	z	z	z
и	i	i	i
ѝ	i	j	ĭ
і	i	i	i
-іѝ	-y	ij	
к	k	k	c (ch before e, i)
л	l	l	l
(*љ*)		lj	
м	m	m	m
н	n	n	n
(*њ*)		nj	
(*ξ*)	(x, ks)	(x, ks)	x, s
о (*ω*)	o (*ω*)	o (*ω*)	o
п	p	p	p
р	r	r	r
с	s	s	s
т	t	t	t
у	u	u	u
ф	f	f	f
х	kh	h	h, ch
(*ψ*)	(ps)	(ps)	(ps)
ц	ts	c	ţ
(*ћ*)		c′	
ч	ch	č	c before e or i; ci otherwise
ш	sh	š	ș
щ	shch	šč	sc (when from sc), șt
ъ	(ignored)		˘ over vowel from which derived; or (as final) ŭ, or ignored
ы	ui	y	i
-ыѝ	-uy	yj	
ь	'or ignored		ĭ
ѣ (*je*)	ye	je	ĭe
э	e	e	e

Russian Alphabet.	For Russian.	For Serbian.	For Roumanian.
ю (*jy*)	yu	ju	ĭu
я (*ja*)	ya	ja	ĭa
θ	th		t
ѵ	i		i
(ѫ)	(ą)		^ over vowel from which it is derived
(ѧ)			î

The spelling used for arrangement in the Catalogue is, with very few exceptions, the normal academic form in use in 1909.

CATALOGUE OF MAPS.

Nature of the Catalogue.

The Catalogue of Maps is composed of main-entries under subject-headings and of subordinate entries under author-headings, arranged in one alphabet, the arrangement under each subject-heading and sub-heading being mainly chronological, while that under author-headings follows the alphabetical order of the countries or places delineated.

Main-Entries.

The main-entry of every atlas, map, chart, plan or view is placed under the generally accepted name of the geographical or topographical area which the work delineates.

Subordinate Entries.

Subordinate or abridged entries are made, where possible, under the name of every author, whether draughtsman, engraver, surveyor, or compiler, to serve purposes analogous to those of cross-references in the General Catalogue.

Maps, etc., the title of which mentions more than one country.

Where the names of more than one continent, country or locality are mentioned in the title of the work (or, in the absence of a title, in the description supplied by the Cataloguer), the heading of the main-entry is the name of the first country, etc., thus mentioned, and subordinate entries are made for such of the others as may require them.

Where the subject-heading, *e.g.* WORLD, ENGLAND, LONDON, contains a large number of entries, sub-headings are supplied to facilitate reference. Sub-headings.

The size of maps is given in millimetres and is taken from the outside border line. Size of Maps.

Sub-titles of inset maps or plans begin with a part of the main-title, followed (within parentheses) by the full title and scale of the inset. Inset Maps.

Maps in books are treated as main-titles, followed by the title of the book in italics within parentheses. Maps in Books.

CATALOGUE OF MUSIC.

The general arrangement of the Catalogue of Music is alphabetical, but in the case of larger headings (*e.g.* Beethoven) sub-divisions, according to the class of work, are adopted.

Cross-references are made :

(1) In the case of vocal music, from the first word * of the title of the song.

(2) In the case of operas, oratorios and other choral works, from their full title * to the names of the composers.

Anonymous compositions (1), if *instrumental*, are catalogued under the title, or, if there be no title, under the name of the class of music of which they consist ; (2), if *vocal*, under the first word * of the first line, with a cross-reference from the name of the composer, if known, and from the first word * of the title.

Collections of Psalms, Hymns or Christmas Carols are entered under the name of the musical editor or collector, with a cross-reference from the class-heading ; if no editor or collector is named, even though they possess a title, they are entered under the class-heading PSALMS,

* Ignoring the article.

HYMNS or CHRISTMAS CAROLS, arranged chronologically.

Programmes, word-books, etc., even if containing no music, are entered in the Music Catalogue under the heading PROGRAMMES.

Musical Periodicals containing music are entered under the heading PERIODICAL PUBLICATIONS, with cross-references for the various compositions they contain.

INDEX.

	PAGE
Abbreviated forms of names (Rules 14, 34)	15, 42
Abbreviations used (Rule 39)	49
Academies, entries under the heading (Rule 17)	20
Actions, civil, reports of (Rule 22)	29
Acts of Parliament (Rule 22)	29
Additional names (Rule 11)	14
Almanacs (Rule 17)	22
Annuals (Rule 17)	21
Anonymous books (Rules 18, 19)	23–27
Archbishops, form of heading for (Rules 6, 15)	9, 16
Article, names preceded by an (Rule 10)	11
Attributed works (supposititious) (Rule 21)	29
Authorship, joint (Rule 16)	17
Bible and its parts (Rule 17)	19
Bibliographies, mention of in entries (Rule 36)	45
Binding, mention of in entries (Rule 32)	40
Bishops, form of heading for (Rules 6, 15)	9, 16
Black Letter, indication of books printed in (Rule 28)	35
Blank leaves in 15th century books (Rule 33)	41
Brackets, use of in descriptions (Rule 25)	32
Calendar (Rule 17)	22
Cancelled leaves (Rule 32)	40
Cardinals, form of heading for (Rule 15)	16
Catalogues, entries under the heading (Rule 17)	22
Catalogues of Libraries, Museums, etc. (Rule 4)	7

PAGE

Change of name (Rule 11) 14
Christian names (Rule 13) 15
Churches (Rule 5) 8
Circumlocutions (Rule 20) 28
Civil Actions, reports of (Rule 22) 29
Classes of Persons (Rule 5) 8
Classics, recognized, published without author's name (Rule 18) 26
Collaboration, cross-references in cases of (Rule 36) . 45
Collaboration, how treated in headings (Rule 16) . 17
Collation of 15th Century Books (Rule 33) . . 41
Collections of works by more than two authors (Rule 18) 18
Collections, private, catalogues of (Rule 4) . . 7
Commentaries with text (Rule 24) 30
Commercial Firms (Rule 5) 8
" Common Knowledge," as justifying departure from rules (Rule 18) 26
Compound expressions as headings (Rule 20) . . 27
Compound surnames (Rule 11) 13
Congresses (Rule 17) 20
Criminal trials, reports of (Rule 22) 29
Cross-references, different kinds of (Rules 34–38) 42–48
Cross-references, object of (Rule 2) 5

Date, in imprint (Rule 30) 38
De Imitatione Christi (Rule 17) 23
Description (Rules 25–29) 31–37
Dictionaries (Rule 17) 22
Directories (Rule 17) 22
Divine Service, Orders of (Rule 17) . . . 22
Double headings (Rule 16) 17
Duplicates (Rule 29) 36
Dutch compound names (Rule 11) 13

Early printed books (Rules 25, 26, 33) . . 32, 33, 41
Editions, limited (Rule 32) 40

PAGE

Encyclopædias (Rule 17) 22
English books, definition of term (Rule 30) . . 37
English compound names (Rule 11). 13
English surnames, originally foreign, with prefixes (Rule 10) 13
Entries, kinds of (Rule 2) 5
Ephemerides (Rule 17) 22
Epithets accompanying initials (Rule 12). . . . 14
Epithets, general use of (Rule 15) 15

Fine Paper copies (Rule 28) 36
Firms, names of, as headings (Rule 5) . . . 8
Footnotes (Rules 32, 33) 40, 41
Foreign surnames with prefixes (Rule 10) . . 11

Gaelic names (Rule 40) 49
Gazettes (Rule 17) 21
German names with modified vowels (Rule 9) . . 11
Gothic Letter, indication of books printed in (Rule 28) 35
Greek names (Ancient), form of for headings (Rule 6) 9
Greek translations of surname (Rule 7) . . . 10

Headings (Rules 4–24) 6–31
Headings, double (Rule 16) 17
Headings, special, for certain classes of books (Rule 17) 19
Hymnals (Rule 17) 23

Illustrations, mention of (Rule 28) 35
Illustrations with explanatory text, works consisting of (Rule 24) 31
Imitation of Christ (Rule 17) 23
Imperfections, mention of (Rules 32, 33) . 40, 41
Imprint (Rules 30, 31) 37, 40
Incunabula (Rules 25, 26, 33). . . . 31, 33, 41
Information supplied by cataloguer (Rule 25) .. . 32
Initials, cross-references to (Rule 35) . . . 44
Initials used as headings (Rule 12) 14
Institutions, publications of (Rules 4, 5, 17) . . 7, 20

PAGE

Institutions, religious (Rule 5) 8
Irish Gaelic names (Rule 40) 49

Joint authorship (Rule 16) 17
Journals (Rule 17) 21

King, form of heading for (Rule 15) . . . 16

Language in which a book is written, indication of (Rule 27) 34
Large Paper copies (Rule 28) 36
Latinized forms of surname (Rule 7) 10
Law Reports (Rule 22) 29
Laws (Rule 22) 29
Learned Societies, publications of (Rule 17) . . 20
Leaves, blank (Rule 33). 41
Leaves, cancelled (Rule 32) 40
Libraries, catalogues of (Rule 4) 7
Limited editions (Rule 32) 40
Liturgies (Rule 17) 22

Magazines (Rule 17) 21
Main-Entries, contents of (Rule 3) 6
Main-Entries, object of (Rule 2) 5
Manuscript notes (Rule 28) 36
Maps, mention of (Rule 28) 35
Maps, rules for cataloguing 54
Modified vowels (Rule 9) 11
Museums, catalogues of (Rule 4) 7
Music, rules for cataloguing 56

Names, abbreviated forms of (Rules 14, 34) . 15, 42
Names, additional or changed (Rule 11) . . . 14
Names, Christian or personal (Rule 13) . . . 15
Names, compound (Rule 11) 14
Names, derivative or descriptive (Rule 20) . . 27

PAGE

Names, Foreign, with prefix (Rule 10) . . . 11
Names, Gaelic (Rule 40) 49
Names, German, with modified vowels (Rule 9) . 11
Names, Greek (Rule 6) 9
Names, inaccurate or incomplete forms of (Rule 34) . 42
Names, Irish Gaelic (Rule 40) 49
Names, Latin or Greek variants of (Rule 7) . . 10
Names of Places used as headings (Rule 8) . . 10
Names, Oriental (Rule 9) 11
Names, Roumanian (Rule 41) 51
Names, Scandinavian (Rule 9) 11
Names, Scottish Gaelic (Rule 40) 49
Names, Slavonic (Rule 41) 51
Names with prefixes (Rule 10) 11
Naturalized persons, surnames of (Rule 10) . . 13
Newspapers (Rule 17) 21
Nobility, titles of (Rules 6, 15) 9, 16
Notes, manuscript, mention of (Rule 28) . . . 36
Notes to entries (Rules 32, 33) . . . 40, 41
Numerals in description and imprint (Rules 28, 30) 35, 38

Official designations (Rule 20) 27
Official publications (Rules 4, 5, 17, 22) . . 7, 20, 29
Omissions in the description (Rule 25) . . . 32
Orders of Divine Service (Rule 17) 22
Orders, Religious (Rule 6) 9
Oriental books (Rules 9, 27) 11, 34
Oriental names (Rule 9) 11

Pagination (Rule 28) 35
Parentheses, use of (Rule 25) 32
Parish Registers (Rule 5) 8
Parliament, Acts of (Rule 22) 29
Peers (Rules 6, 15) 9, 16
Periodical Publications (Rule 17) 21
Personal names (Rule 13) 15
Place names used as headings (Rule 8) . . . 10

PAGE

Place of publication, indication of (Rule 30) . . 37
Plans, mention of (Rule 28) 35
Plates, numeration of (Rule 28) 35
Polyglot books (Rule 27) 34
Popes (Rules 6, 15) 9, 16
Portraits, mention of (Rules 28, 36) . . 35, 46
Prefixes to surnames (Rule 10) 11
Preposition, names preceded by a (Rule 10) . . 11
Presentation volumes (Rule 16) 19
Prince, form of heading for (Rules 6, 15) . . . 9, 16
Printer, name of, when mentioned (Rule 30) . . 37
Privately printed books (Rule 31) 39
Proclamations (Rule 22) 29
Psalms and Hymns (Rule 17) 23
Pseudonyms as headings (Rule 20) 27
Pseudonyms, cross-references to (Rule 37) . . 48
Publication, place and date of (Rule 30) . . . 37
Publications, Official (Rules 4, 5, 17, 22) . . 7, 20, 29
Publisher's name, when mentioned (Rule 30) . . 37

Queen, form of heading for (Rule 15) . . . 16

Registers, Parish (Rule 5) 8
Reissues (Rule 29) 37
Religious Institutions (Rule 5) 8
Religious Orders (Rule 6) 9
Reports, Law (Rule 22) 29
Roumanian Names (Rule 41) 51

Saints (Rule 6, 15) 9, 16
Scandinavian names (Rule 9) 11
Scottish Gaelic Names (Rule 40) 49
Series, imprints for books forming part of (Rule 30) . 38
Series with collective title, heading for (Rule 16) . 19
Service-Books (Rule 17) 22
Size-Notation (Rule 30) 38
Slavonic names (Rule 41) 51

PAGE

Societies (Rule 17) 20
Sovereigns (Rules 6, 15) 9, 16
Special headings (Rule 17) 19
State Papers (Rule 22) 29
Supposititious works (Rule 21) 29
Surnames, abbreviated forms of (Rules 14, 34) 15, 42
Surnames, additional or changed (Rule 11) . . 14
Surnames, compound (Rule 11) 13
Surnames, Gaelic (Rule 40) 49
Surnames, German, with modified vowels (Rule 9) . 11
Surnames, inaccurate or incomplete forms of (Rule 34) 42
Surnames, Irish Gaelic (Rule 40) 49
Surnames, Latin or Greek variants of (Rule 7) . . 10
Surnames, Oriental (Rule 9) 11
Surnames, Roumanian (Rule 41) 51
Surnames, Scandinavian (Rule 9) 11
Surnames, Scottish Gaelic (Rule 40) . . . 49
Surnames, Slavonic (Rule 41) 51
Surnames with prefixes (Rule 10) 11

Titlepages (Rules 25–27) 31–34
Titlepages, books without (Rule 26) 33
Titles of honour and office (Rule 15) . . . 15
Translations (Rule 23) 30
Transliteration (Rule 41) 51
Trials, reports of (Rule 22) 29

Vellum, books printed on (Rule 28) . . . 36
Vowels, modified (Rule 9) 11
Vowels in Scandinavian names (Rule 9) . . . 11

Year of publication (Rule 30) 38

PRINTED IN GREAT BRITAIN BY WILLIAM CLOWES AND SONS, LIMITED,
LONDON AND BECCLES.

BIBL.
LONDIN.
UNIV.

RULES FOR COMPILING THE CATALOGUES IN THE DEPARTMENT OF PRINTED BOOKS IN THE BRITISH MUSEUM.

REVISED EDITION.

PRINTED BY ORDER OF THE TRUSTEES.

SOLD AT THE BRITISH MUSEUM;

AND BY

BERNARD QUARITCH, LTD., 11, Grafton Street, W.1;

OXFORD UNIVERSITY PRESS, Amen House, Warwick Square, E.C.4; and

KEGAN PAUL, TRENCH, TRÜBNER & Co., LTD., 39, New Oxford Street, W.C.1, London.

1927.

UL 14 JAN 1967